



PROPERTY OWNER(S): _____

ADDRESS: _____ ZIP CODE: _____ PHONE: _____

E-MAIL ADDRESS: _____ FAX: _____

REPRESENTATIVE(S): _____

ADDRESS: _____ ZIP CODE: _____ PHONE: _____

E-MAIL ADDRESS: _____ FAX: _____

REQUIRED DOCUMENTATION FOR APPLICATION FOR ADMINISTRATIVE REVIEW

☐ **APPLICATION FOR ADMINISTRATIVE REVIEW** - Applications must be typewritten or printed in ink in legible form. Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Historic Preservation Department reviews the application for accuracy and completeness. Completed applications shall be accepted and scheduled on a first-come first-serve basis.

☐ **ILLUSTRATIONS OF PROPOSED WORK** - One (1) full size copy and one (1) copy on 8 1/2" x 11" paper of the plot plan, including the following information, as applicable:

- a. Open spaces and landscaped planted areas, including square footage and type of landscape or surface material;
- b. Location and type of proposed fencing including material, color, and design detail;
- c. Location and of proposed security grills including material, color and design detail;
- d. Location, material and color of proposed skylight or air-conditioning unit (include sample from brochure, catalog or manufacturer);
- e. Location, material, and color of proposed accessibility ramp;
- f. Required yards and setbacks;
- g. Sample of proposed color(s) and texture (i.e. color swatch with name, manufacturer, & number);
- h. Location of proposed signage, materials, colors and sketch of proposed sign with dimensions;
- i. Material and product samples from brochure, catalog or manufacturer;
- j. Plans and elevations with dimensions of proposed accessory structures (120 sq. ft. max);
- k. Construction details for roofs, walls, floor, and foundation

☐ **PHOTOGRAPHS** - One (1) copy of color photographs showing current conditions of the site and structures.

ISSUANCE OF AN ADMINISTRATIVE REVIEW APPROVAL BY THE HISTORIC PRESERVATION OFFICER OR DESIGNEE DOES NOT GUARANTEE ISSUANCE OF A BUILDING PERMIT BY THE BUILDING PERMITS & INSPECTIONS DEPARTMENT. ALL PROPOSED NEW CONSTRUCTION, MODIFICATIONS, ADDITIONS, CHANGES, DEMOLITIONS, OR ALTERATIONS ARE SUBJECT TO ALL CITY CODES OR ORDINANCES.

Pursuant to Title 20 Chapter 67:

The applicant may appeal decisions of the Historic Preservation Officer to the Historic Landmark Commission, by submission of the required application.